

# Subsidized Guardianship Amended Agreement (Successor)

## Introduction

A Subsidized Guardian(s) can name a Successor Guardian(s) should they become incapacitated or die. This allows the child to be placed with the Successor upon death or incapacitation of the Subsidized Guardian(s) as long as the Successor was named on the agreement at the time of death/incapacitation. A child can be placed directly with the Successor Guardian(s), or return to Out of Home care and subsequently be placed with the Successor Guardian(s).

- **Should this occur, contact the DCF Subsidized Guardianship policy contact for guidance.**
- **Please contact the eWiSACWIS Help Desk prior to entering in eWiSACWIS if you are unsure of the workflow. Failure to follow the correct steps may prevent completion.**

## Entering a Successor Guardian(s)

**Note:** Case assignment is required in order to amend a Successor Guardian(s) on a Subsidized Guardianship Agreement.

1. From the desktop, select the Subsidized Guardianship Case and open the Subsidized Guardianship agreement.

**Bird, Kid (9223480)**

**Case details:**  
Subsidized Guardianship  
Ashland - Ashland

**Case address:**  
123 Robin Egg St.  
Ashland, WI 54806  
(123) 232-1212

**Primary worker:**  
WorkerOne, Test M.  
(715) 682-7004  
[ewuat25@dhfs.state.wi.us](mailto:ewuat25@dhfs.state.wi.us)

**Actions:**  
[Please select an action ▾](#)

**View case information**

- Agreements and Notices
- Assets and Income
- Assignments
- Education
- Eligibility
- ICWA
- Legal
- Medical/Mental Health
- Missing Child
- Narratives
- Payments
- Planning
- Related People
- Services

**Agreements and Notices**

| Images (6)  | Date       | Child     | Amount   |
|---|------------|-----------|----------|
| <a href="#">Subsidized Guardianship Agreement</a> | 06/12/2012 | Bird, Kid | \$388.00 |

2. On the Subsidized Guardianship Agreement page, select 'Successor Guardian Maintenance' from the Options drop-down and click Go to open the Successor Guardian Maintenance page.

**Subsidized Guardianship Agreement - Internet Explorer**

**eWiSACWIS UAT** TM Print Spell Check REC Help ?

**Agreement Information**

Case Participant: [Bird, Kid \(9228217\)](#) Date of Agreement: 06/12/2012  
Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 10/10/2020  
Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$388.00  
Description: Maternal Grandmother County: Ashland  
Successor Guardian 1: Successor Guardian 2:

**Supplemental Rate**

CANS Effective Date: 06/11/2012 Supplemental Points: 21 Supplemental Rate: \$168.00

**Payment Information**

Basic: \$220.00  
Supplemental: \$168.00  
☐ Exceptional: \$0.00

Payment Justification:

Options: **Successor Guardian Maintenance** Go

Actions  
Approval  
Agreement Ending  
Reopen Agreement  
Text  
Subsidized Guardianship Agreement

Save Close

3. If available, any previously named Successor Guardian(s) will display in the Successor Guardian Amendment History group box. Click Insert to enter a new Successor(s).

**Successor Guardian Maintenance -- Webpage Dialog**

**eWiSACWIS UAT** Print Spell Check REC Help ?

**Basic**

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

**Successor Guardian Amendment History**

No records found.

Insert

Save Close

4. Enter the name(s) of the New Successor Guardian(s).

The screenshot shows a web browser window titled "Successor Guardian Maintenance -- Webpage Dialog". The page has a purple header with the "eWiSACWIS UAT" logo and navigation links for Print, Spell Check, and Help. The form is divided into three sections: "Basic", "Successor Guardian Maintenance", and "Successor Guardian Amendment History". The "Basic" section contains fields for Case (Bird\_Kid (9223480)), Person (Bird\_Kid (9228217)), DOB (10/10/2002), and Age (13). The "Successor Guardian Maintenance" section includes an "Updated on:" field, a "By:" field, and two "New Successor Guardian" fields. The first field is labeled "New Successor Guardian 1:" and contains the text "Robyn Blue". The second field is labeled "New Successor Guardian 2:" and contains the text "Jay Blue". There are "Delete" and "Insert" buttons in this section. The "Successor Guardian Amendment History" section shows "No records found."

Successor Guardian Maintenance -- Webpage Dialog

**eWiSACWIS** UAT

Print Spell Check Help

**Basic**

Case: [Bird\\_Kid \(9223480\)](#) Person: [Bird\\_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

**Successor Guardian Maintenance**

Updated on: By: [Delete](#)

New Successor Guardian 1:  New Successor Guardian 2:  [x](#)

[Insert](#)

**Successor Guardian Amendment History**

No records found.

5. Click Insert and select 'Amended Subsidized Guardianship Agreement' from the Type drop-down. Click [Text](#) to launch the template.

The screenshot shows the same web browser window as before, but with additional information in the "Successor Guardian Maintenance" section. The "Updated on:" field now shows "03/04/2016" and the "By:" field shows "Bee, Worker". The "New Successor Guardian 1:" field still contains "Robyn Blue" and the "New Successor Guardian 2:" field still contains "Jay Blue". Below these fields, there is a table with four columns: "Type", "Date Sent/Received", "Image/Document", and an empty column. The "Type" column has a dropdown menu with "Amended Subsidized Guardianship Agreement" selected. To the right of the table, there is a red "Text" link and a blue "Delete" link. At the bottom right of the section, there is an "Insert" button and a button labeled "Opens selected Document".

Successor Guardian Maintenance -- Webpage Dialog

**eWiSACWIS** UAT

Print Spell Check Help

**Basic**

Case: [Bird\\_Kid \(9223480\)](#) Person: [Bird\\_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

**Successor Guardian Maintenance**

Updated on: 03/04/2016 By: Bee, Worker [Delete](#)

New Successor Guardian 1:  New Successor Guardian 2:

| Type   | Date Sent/Received | Image/Document |  |
|--|--------------------|----------------|--|
| <input type="text" value="Amended Subsidized Guardianship Agreement"/> |                    |                |  |

[Text](#) [Delete](#)

[Opens selected Document](#) [Insert](#)

6. Enter any required information, print, and click Close and Return to eWiSACWIS.

- On the Successor Guardian Maintenance page, click Save. The Date Sent/Received will automatically show today's date.

Successor Guardian Maintenance -- Webpage Dialog

**eWiSACWIS UAT** Print Spell Check Help

**Basic**  
Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

**Successor Guardian Maintenance**  
Updated on: 03/04/2016 By: Bee, Worker [Delete](#)  
New Successor Guardian 1:  New Successor Guardian 2:   
Type:  Date Sent/Received: 03/04/2016 Image/Document: [Text](#)

**Note:** The SG Agreement will not be updated with the successor name(s) until a signed Amended Subsidized Guardianship Agreement to Include Successor Guardian(s) template is scanned and image uploaded to eWiSACWIS.

- To add the Signed Amended Subsidized Guardianship Agreement image, go to the Successor Guardian Maintenance page via the Subsidized Guardianship Agreement, or by clicking on the [SG Amended Agreement \(Successor\)](#) from the outliner.

**Bird, Kid (9223480)**  
Case details: Subsidized Guardianship Ashland - Ashland  
Case address: 123 Robin Egg St. Ashland, WI 54806 (123) 232-1212  
Primary worker: WorkerOne, Test M. (715) 682-7004 ewuat25@dhs.state.wi.us  
Actions: [Please select an action](#)

**View case information**  
Agreements and Notices Assets and Income Assignments Education  
Eligibility ICWA Legal Medical/Mental Health  
Missing Child Narratives Payments Planning  
Related People Services

**Agreements and Notices**  
+ Images (6)  
- [Subsidized Guardianship Agreement](#)  
[SG Amended Agreement \(Successor\)](#)

| Date Sent/Received | Successor Name | Amount   |
|--------------------|----------------|----------|
| 06/12/2012         | Bird, Kid      | \$388.00 |
| 03/04/2016         | Robyn Blue     | Jay Blue |

- Click Insert on the Successor Guardian Maintenance page, and select the 'Signed Amended Subsidized Guardianship Agreement' for the Type. Click the [Imaging Search](#) hyperlink to add the signed agreement.

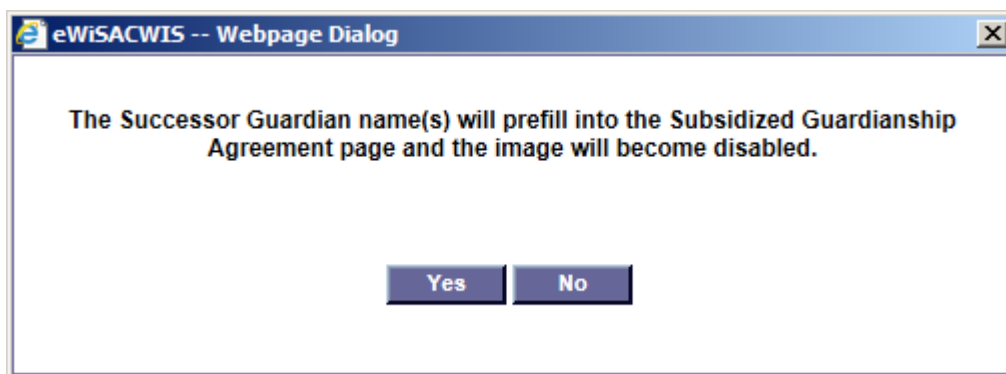
Successor Guardian Maintenance - Internet Explorer

**eWiSACWIS UAT** Print Spell Check Help

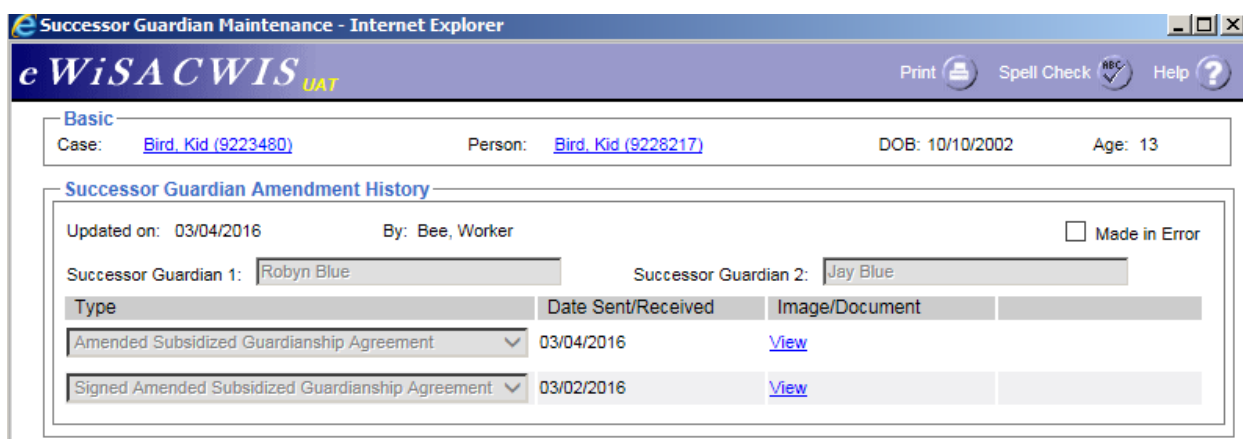
**Basic**  
Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

**Successor Guardian Maintenance**  
Updated on: 03/04/2016 By: Bee, Worker [Delete](#)  
New Successor Guardian 1:  New Successor Guardian 2:   
Type:  Date Sent/Received: 03/04/2016 Image/Document: [Text](#)  
   [Launch the Imaging Search](#)

10. Once the image has been added, a [View](#) hyperlink is available to launch the agreement. Once completed, click Save. The following message will display. Click Yes to complete and return to the Successor Guardian Maintenance page.



11. On the Successor Guardian Maintenance page, rows are now disabled, but the related document and image are viewable.

A screenshot of the "Successor Guardian Maintenance" page in Internet Explorer. The page has a purple header with the "eWiSACWIS UAT" logo and navigation links for Print, Spell Check, and Help. The "Basic" tab is selected, showing fields for Case (Bird\_Kid (9223480)), Person (Bird\_Kid (9228217)), DOB (10/10/2002), and Age (13). Below this is the "Successor Guardian Amendment History" section, which includes a table with columns for Type, Date Sent/Received, and Image/Document. The table contains two rows: "Amended Subsidized Guardianship Agreement" and "Signed Amended Subsidized Guardianship Agreement", both with "View" links. The "Updated on" field is 03/04/2016, and the "By" field is Bee, Worker. There is also a checkbox for "Made in Error".

| Type   | Date Sent/Received | Image/Document       |
|--|--------------------|----------------------|
| Amended Subsidized Guardianship Agreement        | 03/04/2016         | <a href="#">View</a> |
| Signed Amended Subsidized Guardianship Agreement | 03/02/2016         | <a href="#">View</a> |

12. The Successor Guardians are now listed on the Subsidized Guardianship agreement.

**Subsidized Guardianship Agreement - Internet Explorer**

**eWiSACWIS UAT**

TM Print Spell Check Help

**Agreement Information**

Case Participant: [Bird, Kid \(9228217\)](#) Date of Agreement: 06/12/2012

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 10/10/2020

Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$388.00

Description: Maternal Grandmother County: Ashland

Successor Guardian 1: Robyn Blue Successor Guardian 2: Jay Blue

**Supplemental Rate**

CANS Effective Date: 06/11/2012 Supplemental Points: 21 Supplemental Rate: \$168.00

**Payment Information**

Basic: \$220.00

Supplemental: \$168.00

☐ Exceptional: \$0.00

Payment Justification:

Options:  Go

Save Close

100%

13. Successor Guardian(s) can be entered as many times as requested by the current Subsidized Guardian(s). Repeat the steps above. Once the required documentation has been entered/scanned, any previously named Successor Guardians are removed from the SG Agreement, but remain as part of the SG Amended Agreement (Successor) history. The history is also reflected on the outliner.

**Successor Guardian Maintenance - Internet Explorer**

**eWiSACWIS UAT**

Print Spell Check Help

**Basic**

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 13

**Successor Guardian Maintenance**

Updated on: By: Delete

New Successor Guardian 1: Entering another Successor... x New Successor Guardian 2: Insert

**Successor Guardian Amendment History**

Updated on: 03/04/2016 By: Bee, Worker ☐ Made in Error

Successor Guardian 1: Robyn Blue Successor Guardian 2: Jay Blue

| Type   | Date Sent/Received | Image/Document       |
|--|--------------------|----------------------|
| Amended Subsidized Guardianship Agreement        | 03/04/2016         | <a href="#">View</a> |
| Signed Amended Subsidized Guardianship Agreement | 03/02/2016         | <a href="#">View</a> |